



University of New Haven

POLICIES AND PROCEDURES

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Aerial Scissor Lift Policy

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1.0 Introduction

Aerial and scissor lifts pose a serious safety hazard if not used properly. It is the policy of the University of New Haven (UNH) to train employees and students on the hazards of operation aerial/scissor lifts and to ensure such equipment is safely maintained.

1.1 Purpose

This program has been established to:

- Ensure the safe operation of aerial and scissor lifts;
- Ensure that employees understand and comply with safety standards related to aerial/scissor lifts; and
- Assign responsibilities to personnel which are necessary for successful implementation.

1.2 Scope

This policy shall cover all University of New Haven-owned aerial and scissor lift devices used on the University of New Haven sites and all staff and students who operate the lifts under the direct supervision of a designated University of New Haven employee. Contractors not under direct supervision of University of New Haven staff are responsible for the inspection of their own equipment and the training and certification of their own operators in conformance with this policy and OSHA CFR 1926.453 (if contractors are conducting construction projects) and OSHA 29 CFR 1926.67. Proof of conformance shall be required.

2.0 Roles and Responsibilities

2.1 Director of Facilities Department

- Ensure that all operators are trained and certified in the safe operation of aerial lifts in accordance with this policy, the manufacturer's recommendations, and OSHA CFR 1926.453 and OSHA 29 CFR 1910.67;
- Ensure these devices are maintained in accordance with the manufacturer's recommendations and sound safety practices; and

- Maintain training and certification records indefinitely.

2.2 Manager of Facilities Maintenance

- Ensure compliance with all aspects of this Policy, including regular inspections, maintenance, and training;
- Ensure all necessary arrangements are made for any repairs;
- Coordinate annual inspections of all lifts;
- Store all operator keys in a safe place to prevent unauthorized use; and
- Supervise the safe use and maintenance of all aerial and scissor lifts.

2.3 Environmental Health & Safety

- Verify the qualifications of the authorized trainers; and conduct risk assessments as needed or whenever requested.

2.4 Facilities Employees

- Attend all required training sessions;
- Maintain all necessary certifications;
- Comply with all aspects of this Policy, including inspections, maintenance, and safe work practices; and
- Immediately report any unsafe conditions to a supervisor of manager.

3.0 Definitions

| Terms | Definitions |
|-------------|---|
| Aerial Lift | Any powered, mobile, vehicle-mounted device that may elevate, telescopically extend, articulate and may (or may not) rotate around a substantial axis in order to raise and support personnel to elevated job sites. Aerial lifts include extendible boom platforms; vehicle-mounted aerial ladders; articulating, rotating boom platforms; vertical self-elevating towers; cherry pickers; bucket trucks and any other equipment built in accordance with either ANSI-A92.2 (1990), Vehicle-Mounted Elevating and Rotating Aerial Devices, or ANSI-A92.5 (1992), Boom Supported Elevating Work Platforms. |

| | |
|--------------------------------|--|
| Anchorage | A secure point of attachment to be used with personal fall protection equipment. |
| Certified Operator | Certification of aerial/scissor lift operators at UNH is a three-step process consisting of classroom instruction, hands-on training and hands-on evaluation. Once the employee has successfully completed all three steps they are considered to be a certified operator. |
| Competent Evaluator (Hands-on) | An employee in the department/work unit who is experienced and competent with the aerial/scissor lift. An employee must be familiar with the equipment and its safe operation. In order to be considered competent in regards to conducting the evaluation portion of the aerial/scissor lift training, an employee must have successfully completed the classroom portion of aerial/scissor lift training. This employee could be but is not limited to a certified operator, supervisor/manager or safety officer. |
| Competent Trainer | An employee who has successfully completed a Train-the-Trainer or equivalent type of training program and is familiar with the type of aerial/scissor lift in their work unit. A contractor or equipment vendor who has experience training aerial/scissor lift safety and operation and is familiar with the equipment is also permitted to be a Competent Trainer. |
| Familiarization | Providing information regarding the control functions and safety devices for the aerial /scissor lift to an operator of the equipment. |
| Insulated platform | A platform designed and tested to meet the specific electrical insulation ratings consistent with the manufacturer's identification plate. |
| Outriggers | Devices that increase the stability of the aerial lift platform and that are capable of lifting and leveling the aerial / scissor lift platform. |
| Rated workload | The designated capacity of the aerial platform as specified by the manufacturer. |
| Scissor lifts | Any powered, mobile device that has a personnel work platform which is mechanically raised vertically above the carriage by means of controls on the work platform. This equipment is designed and fabricated according to either ANSI-A92.6 (1990), Self-Propelled Elevating Work Platforms, or ANSI-A92.3 (1990), Manually Propelled Elevating Aerial Platforms. |
| Stabilizers | Devices that increase the stability of the aerial lift platform but are not capable of lifting or leveling the aerial / scissor lift platform. |

4.0 Safe Work Practices

Only authorized operators may operate an aerial / scissor lift.

4.1 Before Operating

- Review and follow the manufacturer's operating manual. A copy of the manual must be located on the equipment.
- Always conduct a pre-use inspection (see section 5.0).
- Follow the manufacturer's instruction regarding operation in windy conditions. As a general rule, aerial/scissor lifts shall not be operated in winds exceeding 25 miles per hour, although this can vary depending on the model of equipment.
- Guardrails must be installed, and access gates or openings must be closed before raising the platform.
- Boom and platform load limits specified by the manufacturer must not be exceeded.
- Before moving an aerial / scissor lift for travel, the boom(s) must be inspected to see that it is properly cradled, and outriggers are in stowed position.
- Ensure bystanders are a safe distance away and are aware the lift is about to be in operation. Considering using a barricade if necessary.
- Do not operate aerial / scissor lifts from trucks, scaffolds, or similar equipment.

4.2 During Operation

- Pay attention to the direction of travel, and clearances above, below and on all sides.
- Do not sit or climb on the guardrails of the aerial / scissor lift.
- Planks, ladders or other devices must not be used on the work platform.
- An aerial / scissor lift may not be moved when the boom is elevated in a working position with employees in the basket, except for equipment which is specifically designed for this type of operation.
- Aerial / scissor lift may not be placed against another object to steady the elevated platform.
- Aerial / scissor lift may not be used as a crane or other lifting device.
- Aerial / scissor lift devices may not be operated on grades, side slopes or ramps that exceed the manufacturer's recommendations.
- The brakes must be set when stopped, and outriggers, when used, must be positioned on pads or a solid surface.

- Speed of aerial/scissor lift devices must be limited according to the conditions of the ground surface, congestion, visibility, slope, location of personnel and other factors that may cause hazards to other nearby personnel.
- Stunt driving and horseplay is not permitted.
- Booms and elevated platform devices must not be positioned in an attempt to jack the wheels off the ground.
- The area surrounding the elevated platform must be cleared of personnel and equipment prior to lowering the elevated platform.
- On boom-type machines, drive controls may not be used to maneuver close to an obstacle. The swing and boom functions must be used for maneuvering.
- Operators are to call for assistance if the platform or any part of the machine becomes entangled. Never reach over the platform to attempt to untangle it.
- The operator must maintain a clear view of the path of travel and a safe distance from other obstacles such as: debris, drop offs, holes, depressions, slopes, and overhead hazards. The following approach distances to energized electrical lines must be maintained:

| Voltage Range (Phase to Phase) | Minimum Safe Approach Distance (feet) |
|---------------------------------------|--|
| 0 to 300V | Avoid Contact |
| 300V to 50 KV | 10 |
| >50KV to 200KV | 15 |
| >200KV to 350KV | 20 |
| >350KV to 500KV | 25 |
| >500KV to 750KV | 35 |
| >750KV to 1000KV | 45 |

4.3 After Operating

- Only shutdown in a suitable parking area.
 1. Place the platform in the stowed position.
 2. Place controls in neutral.

3. Idle the engine for gradual cooling.
4. Turn off the electrical power.
5. Take the steps necessary to prevent unauthorized use.

5.0 Pre-Use Inspections

Every aerial/scissor lift must undergo a pre-use inspection prior to use on each shift.

Aerial/scissor lifts not used during a shift do not have to undergo an inspection during that shift.

The pre-use inspection will identify conditions that could affect the safe use of the aerial/scissor lifts.

- Pre-use inspections must be documented using an appropriate checklist for the aerial/scissor lift similar to the one in Appendix A. Refer to the manufacturer's inspection requirements for complete inspection details.
- Completed checklists will be kept on file for a period of at least one year.

5.1 Removal from Service

If any unsafe conditions exist, the aerial/scissor lift must be removed from service.

- The operator must remove the keys and place an "Out of Service" tag near the operator control panel.
- Operators must immediately report any unsafe aerial/scissor lift conditions to their supervisor.
- Operators must give the keys to the supervisor for safekeeping. The supervisor is then responsible for ensuring the necessary arrangements are made for repair.
- Only authorized personnel may perform aerial/scissor lift repairs and adjustments. All replacement parts shall be the same design as the original or an equivalent design as designated by the manufacturer.

6.0 Lift Maintenance

Maintenance performed by certified aerial/scissor lift operators will be limited to replacing/disconnecting/connecting batteries, changing fuel cylinders, adding water to batteries,

replacing light bulbs and replacing stickers and decals. The manufacturer's instructions regarding maintenance must always be followed. Only replacement parts equivalent to the original parts are to be used.

6.1 Battery Charging

- Charging is permitted only in designated areas.
- Warning signs must be posted at battery charging locations that state "Caution: Battery charging station, No Smoking or Open Flames" (or equivalent).
- Adequate ventilation must be present to avoid the build-up of hydrogen gas during battery charging.
- A 10 lb. ABC fire extinguisher must be located within 20 feet of the charging station.
- A means to protect the charging apparatus from damage from trucks must be provided.

6.2 Battery Filling

- When filling the water level of batteries, the following personal protective equipment (PPE) at a minimum must be worn:
 - Safety goggles or face shield w/ safety glasses;
 - Acid-resistant gloves; and
 - Acid-resistant apron.
- A properly equipped battery filling station must have:
 - An eyewash capable of providing a consistent 15-minute flow, located within 10 seconds walking distance of all battery filling areas; and
 - A phone or other means of communication in the event of an emergency.

6.3 Fueling (Liquid Petroleum)

- Aerial / scissor lifts must be shut off prior to fueling.
- Fueling must be completed in well-ventilated areas free of flames, sparks or other hazards which may cause fires or explosions.

- Signs must be posted at fueling locations that state: “Danger – Propane, No Smoking or Open Flames” (or equivalent).
- Liquid Petroleum (LP) cylinders may only be stored outside in a secured and protected designated rack or storage area.
- When removing and attaching the connection to the LP cylinder, the following PPE (at a minimum) must be worn:
 - Safety glasses or shield; and
 - Work gloves (leather or equivalent).
- LP cylinders must be secured to the forklift before operating.
- LP cylinder connections must be routinely checked for leaks by the sound or smell of escaping gas.

7.0 Personal Protective Equipment

Fall protection equipment must be used as follows when operating aerial/scissor lifts:

Aerial Lifts:

- Operators must be secured to the anchor point provided by the equipment manufacturer by either a self-retracting lanyard or by a lanyard short enough to prevent the employee from being ejected.
- Operators must follow the manufacturer’s recommendations as to which fall protection system to use.

Scissor lifts:

- The guardrail system provides fall protection. If the manufacturer has installed an anchorage point, a fall protection system (restraint, positioning, personal fall arrest system) as designated by the manufacturer’s instructions must be utilized.
- Tying a lanyard off to an adjacent pole, structure, or equipment while working from an aerial lift is not permitted.
- Other types of personal protective equipment (PPE), such as head, eye and hand protection, must be worn according to the task specific personal protective equipment hazard assessment.

8.0 Inspections

An annual inspection is required and must be conducted by an authorized person qualified as a mechanic on the type of aerial / scissor lift or one having similar design characteristics.

- Any aerial/scissor lift with an identified safety issue will be immediately removed from service.
- No aerial/scissor lift with a leak in the fuel system will be operated until the leak has been eliminated. Repairs to the fuel and ignition system that involve fire hazards will be conducted in a location (non-flammable) designated for such repairs.
- Any aerial/scissor that emits hazardous sparks or flames from the exhaust system will be immediately removed from service and not returned to service until the cause has been eliminated.

9.0 Training

- Training must be completed prior to any use of the aerial/scissor lift. Authorization of aerial/scissor lift operators at UNH is a three-step process consisting of classroom instruction, hands-on training and hands-on evaluation. All employees/students who receive training will be issued a personal wallet-sized authorization card stating the equipment they are authorized to operate, the signature of the trainer and the expiration date of the authorization.
- The trainer will submit documentation to the employee/student's supervisor verifying that the employee has successfully completed the training.
 - Each employee will fill out and sign the form entitled "Operating Manual Acknowledgement Form and Training Record" (see Appendix C of this policy and return it to their supervisor.)
 - These documents will be forwarded to the Department of Human Resources, which will maintain a copy of the records in the employees' personnel file for three years.

- The employee/student's supervisor will also maintain records of training for three years. The department chair or their designee will maintain student training records.
- Classroom instruction, hands-on training and hands-on evaluation can be conducted by either a competent trainer in the work unit, equipment manufacturer, safety consultant and/or a vendor who specializes in aerial/scissor lift training.
- Hands-on training and hands-on evaluation portions of the training can also be conducted by an employee in the department/work unit who is experienced and competent with the aerial/scissor lift. This person could be an authorized operator, supervisor/manager or safety officer.
- EHS must approve trainers.
- Training must be specific to the type of aerial/scissor lift being used, and must cover the following:
 - The importance, use, and required location of the equipment manuals;
 - Pre-start inspections;
 - Responsibilities associated with problems or malfunctions affecting the operation of the lift;
 - Factors affecting stability;
 - The purpose of placards and decals;
 - Workplace inspections;
 - Applicable safety rules and regulations;
 - Authorization to operate;
 - Operator warnings and instructions;
 - Proper use of personal fall protection equipment; and
 - Hands-on operation.
- Employees may not be allowed to operate rented equipment unless they have been previously certified with similar equipment. Operators are also required to review the owner's manual and shall be given ample time to become familiar with the equipment and its controls before operation is permitted. The vendor is required to review equipment with the user when the user is not familiar with the type of aerial/scissor lift.

- Trainees must successfully complete hands-on training and a hands-on evaluation before being allowed to operate an aerial/scissor lift independently (see Appendix D). Trainees will be given adequate supervision and time to learn basic operating skills.
- Documented re-evaluation of each aerial/scissor lift operator will be completed at least once every three years using Appendix D or equivalent.
- Re-evaluations can be conducted by an employee in the department/work unit who is experienced and competent with the aerial/scissor lift. This person could be a certified operator, Supervisor/Manager or safety officer.
- Refresher training in relevant topics will be provided to an aerial/scissor lift operator when any of the following occur:
 - The operator has been observed to be using the aerial/scissor lift in an unsafe manner;
 - The operator has been involved in an accident or near-miss incident;
 - The operator has received an evaluation that reveals the operator is not using the aerial/scissor lift safely;
 - The operator is assigned to operate a different type of equipment; or
 - A condition in the workplace changes in a manner that could affect the safe operation of the equipment.

10.0 Recordkeeping

Each work unit is responsible for maintaining the following records in order to meet the requirements of this program:

- A listing of all aerial/scissor lifts owned by the work unit;
- A record of training which includes: (Use Appendix C or equivalent);
 - Name of operator;
 - Date of classroom training;
 - Date of hands-on training;
 - Date of hands-on evaluation;
 - Identity of the person(s) performing the training and/or evaluation; and
 - Make and model of aerial/scissor lift.
- Copies of all pre-use inspection records for one year after completion;

- Copies of annual inspection records for at least four years; and
- Copies of repair records for at least four years.

11.0 Contract Employees

Contractors are required to follow all applicable OSHA regulations and manufacturer's instructions.

12.0 Near Miss Reporting

The purpose of reporting incidences is never to assign blame, criticize, or punish. It is a measure that helps Environmental Health & Safety (EHS) track trends, identify potential hazards, and implement preventative measures and corrective actions.

All accidents, incidents, and near misses must be reported within 24 hours of the occurrence. Forms may be found on MyCharger. A member of EHS may follow up for clarification or to implement corrective actions.

13.0 References

The following have been used as references in the development of this program:

- University of New Haven Personal Protective Equipment Program
- University of New Haven Fall Protection Program
- University of New Haven Lockout Tagout Policy
- University of New Haven Hot Work Permit Program
- OSHA Standard-Vehicle-mounted elevating and rotating work platform—29 CFR 1910.67
- OSHA Standard-Aerial lifts—29 CFR 1926.453
- ANSI/SIA, Boom Supported Elevating Work Platforms—A92.5
- ANSI/SIA, Self-Propelled Elevating Work Platforms—A92.6
- ANSI/SIA, Vehicle-Mounted Elevating and Rotating Aerial Devices—A92.2
- ANSI/SIA, Manually Propelled Elevating Aerial—A92.3
- Association of Equipment Manufacturers-Aerial Platform Safety Manual

Appendix A: Pre-Use Aerial/Scissor Lift Inspection Checklist

Equipment Make/Model: _____ **Serial Number:** _____

- Owner's manual legible and stored inside the container located on the platform
- All decals legible and in place
- Fluid levels checked (Hydraulic oil, engine oil, coolant, etc.)
- Structural and other critical components present and all associated fasteners and pins in place
- Battery packs in place, properly connected and not leaking
- Compartment covers in place

Check the following components or areas for damage, modifications, and improperly installed or missing parts:

- Electrical components, wiring, and electrical cables
- Hydraulic power unit, reservoir, hoses, fittings, cylinders, and manifolds
- Drive and turntable motors and torque hubs
- Boom wear pads
- Tire and wheels
- Limit switches, warning alarms, and horn
- Nuts, bolts, and other fasteners
- Gauges
- Beacon and lights
- Fall Protection Devices (railing, gates, toe boards, anchor/connecting points, etc.)

Check entire machine for:

- Cracks in welds or structural components
- Dents or damage to machine

Equipment operation:

- Test all controls for proper operation

Comments:

Inspector: _____

Signature: _____

Date: _____

Time: _____

Appendix B: Evaluator Guidelines – Aerial/Scissor Lift

Note: The evaluation can be done in-house using an experienced and competent UNH employee or an outside vendor/safety consultant.

1. Pre-Requisites:
 - a. Completed the classroom portion of an aerial/scissor lift training class.
 - b. Review and become familiar with the UNH Aerial/Scissor Lift written program.
 - c. Be experienced with the equipment you will be training on.
 - d. Review owner's manual.
2. Choose safe location:
 - a. Open area.
 - b. Away from vehicle and pedestrian traffic.
 - c. Flat surface on solid ground.
 - d. If necessary barricade area with orange cones or equivalent to keep vehicles and pedestrians out of the training area.
3. Review features of specific aerial/scissor lift with student:
 - a. On/off
 - b. Bucket, boom, steering
 - c. Deck extensions
 - d. Stop/Go
 - e. Outriggers
 - f. Safety devices (guardrail gate, anchor points)
 - g. Emergency boom/bucket lowering mechanism
 - h. Fueling/charging ports
 - i. Fueling/charging locations at site
4. Review site specific working conditions/hazards/safety concerns:
 - a. Ramps/Slopes
 - b. Dock plates/dock levelers
 - c. Overhead obstructions
 - d. Pedestrian traffic areas
 - e. Vehicle restricted areas (unstable surface, narrow aisles, etc.)
 - f. Hazardous locations (flammable, chemical, etc.)
 - g. Any other unique situations/areas
 - h. PPE
5. Allow student to learn/practice actual operation of the equipment while supervised.
6. After the student gets comfortable with the equipment operation, begin the evaluation.
7. Use the "Aerial/Scissor Lift Hands-On Training Evaluation Form" found in Appendix D of the UNH Aerial/Scissor Lift Program. Have employee complete each task on the form which applies to the equipment.
8. File evaluation form with supervisor/manager/safety officer.

Appendix C: Hands-On Training Evaluation Checklist

Note: Hands-On Operator Training must be completed for each type of aerial lift utilized.

| Step | Evaluation | N/A | Pass | Fail |
|--|--|-----|------|------|
| 1. Pre-use equipment inspection | Including but not limited to: safety devices, air/hydraulic/fuel system for leaks, cable/wiring harnesses for damage, loose/missing parts, tires and wheels, placards/warnings/and control markings, outriggers/stabilizers and other structures, guardrail system, other items as specified in owner's manual. | | | |
| 2. Inspect Worksite | Including but not limited to: drop-offs or holes, slopes, bumps and floor obstructions, debris, overhead obstructions and electrical hazards, inadequate surface and support to withstand all load forces, wind and weather conditions, presence of bystanders, other unsafe conditions. | | | |
| 3. Function test of lower control station | Done to determine if there are any malfunctions. | | | |
| 4. Utilize fall protection equipment | Face the machine. Maintain 3 point contact with ladder/hand rails (two hands, one foot OR two feet, one hand). | | | |
| 5. Function test of platform | Done to determine if there are any malfunctions. | | | |
| 6. Drive and creep/inch forward and reverse | Move approximately 10 feet in a driving mode. Creep approximately 5 feet. Verify unit balance and stability. | | | |
| 7. Turn vehicle 360 degrees right and left | Minimum disturbance of aerial lift platform. Verify unit balance and stability. | | | |
| 8. Boom up & down, in & out | Fully extend, fully raise. Minimum disturbance of aerial platform. Verify unit balance and stability. | | | |

| | | | | |
|---|--|--|--|--|
| 9. Rotate/swing boom 360 degrees in each direction | Minimum disturbance of aerial platform. Verify unit balance and stability. | | | |
| 10. Tilt platform in each direction | Minimum disturbance of aerial platform. Verify unit balance and stability. | | | |
| 11. Turn off machine using emergency stop function | Locate and use emergency stop function. | | | |
| 12. Park and shutdown aerial lift | Minimum disturbance of aerial platform. Verify unit balance and stability. | | | |
| 13. Dismount safely; face the machine when dismounting | Maintain 3-point contact with ladder/handrails (two hands, one foot OR two feet, one hand) | | | |
| 14. Deploy/step and store outriggers | Follow manufacturer’s guidance. Refer to owner’s manual. | | | |
| 15. Comments | Must be included for all “Failed” tasks. If task is failed the evaluator must explain what was done incorrectly and have the | | | |

Appendix D: Operating Manual Acknowledgement Form & Training Record

By signing this document, I certify that I have received a copy of the policy manual for the aerial lift device shown below and have been trained in its safe operation. I understand that it is my responsibility to review and understand the safe operation of this device based on the training I received and the manufacturer’s recommendations. I understand that if, at any time, I have questions about the safe operations of this equipment I may contact my supervisor or the manufacturer to obtain answers to my questions.

Aerial Lift Device Make: _____

Aerial lift Device Model: _____

Department: _____

User/Operator Name (print): _____

User/Operator Signature: _____

Date of Training: _____